The Field Museum

Natural News

Weekly Staff Newsletter
December 17, 1999

Holiday Party Largest Turnout Ever

Thank you to all staff and volunteers who came out to this year's Holiday Celebration Wednesday evening. This was our largest turnout ever with 1,250 RSVPs!

Although we planned catering services for 1,325 (a buffer over our received RSVPs), we know that there were some long lines and food shortages. We were just as upset as some staff. This will not happen next year! We tried to rectify the situation (as quickly as possible) by requesting additional food, which was available by 8:30 p.m., and spoke with the caterer about our expectations not being met.

Another contributing factor was the number of staff and volunteers that did not RSVP. Although we are excited to see everyone in attendance, those that come without responding to our invitation make it difficult for planning. So next year please help us by returning your RSVP by the due date to ensure a smooth event.

A special thank you to all who assisted with the evening, especially **Johanna Krynytzky** and Troupe Palmira for their great performance, **Ron Hall** and **Keith Avery** from Audio Visual, and the staff from Security and Housekeeping.

If you didn't get a chance to come to the celebration, you can still receive your gift by stopping by the Human Resources department over the next week.

We look forward to wowing you at our next Holiday Celebration!

Submitted by Human Resources

FIELD NOTES

Week of December 20

Staff/Volunteer Events

Tae Bo class
- Monday, 5 p.m., Ground Floor East

Willard White Farewell Party
- Tuesday, 4 p.m., Siragusa Center

Aerobics Class
- Tuesday, 5 p.m., Ground Floor East
- Thursday, 5 p.m., Ground Floor East

Green Sheet Meeting
- Wednesday, 3 p.m., Special Events

Staff Holiday
- Christmas Eve, Friday

Public Events

Digging Deeper
- Thursday, 10 to 11:30 a.m.

Museum Closed
- Christmas Day, Saturday

The **Natural News** is published every Friday and edited by Rodger Patience in the Development department. Send stories, artwork, ideas to patience@fmnh.org or call ext. 7286. The deadline for each week's issue is Wednesday at noon.

There will be no Natural News on Friday, December 24 or on Friday, December 31 due to the holidays.

ACADEMIC AFFAIRS

Ugandan zoologist in residence through January

Robert Kityo, Head Curator, Museum of Zoology, Makerere University (Kampala, Uganda) has arrived at The Field Museum and will be in residence until the end of January. Robert has been a Field Museum collaborator for over 10 years and has helped facilitate Field Museum activities in the country, including expeditions to Bwindi-Impenetrable National Park, Rwenzori Mountains National Park, Budongo Forest Reserve, Sese Islands and others. FMNH staff/associates who have worked in Uganda over this time include **Pamela Austin, Tom Gnoske, Barbara Harney, Alex Hamill, Mike Huhndorf, Julian Kerbis, Ben Marks,** and **Dave Willard.**

Robert is at the Museum on a current MacArthur foundation grant, "Conservation of Biodiversity in Uganda," which has been run by Dave Willard and Julian Kerbis. Robert is reviewing Ugandan collections and developing a thesis proposal on the distribution of bats in forest fragments of Uganda. Robert adds: "It is a pleasure to be back here and have the opportunity to again use the extensive specimen and literature collection."

Kerbis returns from Nepal conference

Julian Kerbis has just returned from a conference in Kathmandu, Nepal entitled "Ecoregion-based Conservation in the Eastern Himalaya: Developing a Biodiversity Vision." Julian represented the Divisions of Birds and Mammals as well as Environmental and Conservation Programs (ECP). Representatives from NE India, Nepal, Bhutan, Myanmar (Burma), Tibet, and China were in attendance. These included NGO's, government officials, socio-economists, botanists, zoologists and conservationists.

Substantial dialogue was conducted with representatives from the kingdom of Bhutan where there is 72% forest cover and 26% of the entire country is within the boundaries of national parks. It is no coincidence that there has only been a road to this Himalayan country for 25 years and that television only made it in 1999! Access to this strictly controlled kingdom has been historically restricted.

Any biologists with interests in this part of the world (especially Bhutan, China, Burma or Nepal) are encouraged to contact Julian (x7758) for further details.

Heading for Home

SUE's spectacular skull, now fully prepared, molded and cast, arrived safe and sound last week in the mounting shop in NJ. The skull will be the most completely cleaned and prepared articulated T. rex skull, allowing viewing and analysis of many inside structures of the head and snout. Phil Fraley and his team will now work on building a mount for the skull so that it can be displayed in the Searle Lounge as part of the SUE 2000 exhibit beginning in May.

Congratulations are due all around to the SUE preparators, working under a tight deadline, and **Chris Knight** and his moving crew. Special gratitude goes to **Earl Duncan** and the entire Engineering staff for jury-rigging the freight elevator, which had chosen to stop working—we can't thank them enough for coming through for us! The team is now in the final stages of undistorting and reconstructing a cast of the skull, to be mounted on the SFH and traveling exhibit skeletons. The reconstruction will show what SUE's skull would have looked like in life.

Submitted by **Bill Simpson**

The Field Museum exploring the earth and its people

PUBLIC PROGRAMS/PERFORMING ARTS STAFF AND VOLUNTEER POLICY

One of the benefits of working and volunteering at The Field Museum is the opportunity to attend many of the wonderful programs that the Education Department develops. We are happy to offer discounted opportunities for volunteer and staff enrichment along the following guidelines:

Adult/Family Courses, Workshops, Field Trips, and Overnights:

Staff and volunteers receive $10 off of the member's price (for programs with fees greater than $20), on a space-available basis. It is critical that everyone register at least one week in advance—this allows time for our instructors to prepare enough materials and handouts to provide a quality program. Please note that we cancel programs due to low enrollment one week before the program date and many programs fill quickly. Please do not wait until the last minute to register.

Each of our courses includes the following:

Scholarship – A limited number of scholarships are available to the public. Scholarships are based on need and are intended to serve those who would not otherwise be able to afford programs. They are assigned on a first-come, first-served basis. One scholarship is available per course. However, participants may only apply for one scholarship per term.

Assistantship – A limited number of assistantships are available to staff and volunteers only. Assistants may be expected to help the instructor with class preparation, including photocopying, etc. They are assigned on a first-come, first-served basis. Participants may only apply for one assistantship per term.

Lectures and Performances:

For many of our lectures and performances, a block of tickets are reserved for staff and volunteers and are available on a first-come, first-served basis. Tickets are usually limited to two per staff member or volunteer. However, please note that ticket availability varies according to the event. Staff and volunteers should always call well in advance for information.

Call (312) 665-7400 for more information about any of our upcoming programs.

Public Programs and Performing Arts Staff
Education Department
12/17/99

Roosevelt Road at Lake Shore Drive
Chicago, Illinois 60605-2496
Tel. 312.922.9410

All staff and volunteers
are cordially invited
to a celebration honoring

Willard White

Vice President of
Institutional Advancement

for his 11 years of service to
The Field Museum

Tuesday, December 21
The Siragusa Center
4 to 6 p.m.

Free pizza, beer & soda!

Stationery Information

Attention all staff: To help promote our Museum goals of being environmentally friendly, we are changing the paper for our letterhead and envelope stationery.

Our new stationery is made from:

100% Recycled paper
30% Post-Consumer waste
45% Pre-Consumer waste
25% Cotton
and it is
100% Acid Free
and
Processed chlorine free

To encourage double-sided printing, we will not be printing elements from our logo on the back of the letterhead or on the second sheets. The new paper also has the added benefit of being easier to copy and fax because the decorative flecks are lighter. The color of the paper is lighter as well – it is called Environment 25 - Moonrock.

DON'T THROW AWAY YOUR CURRENT SUPPLY. We will continue to use up the current stock until it is gone or until our next reorder, sometime in June. However, new stationery may be obtained from the mailroom after January 1, 2000 and be used for special mailings. All stationery inquiries may be directed to Julie Baker in Finance and Administration and all business card inquiries should be directed to Amanda Reeves in Exhibits. Business card stock will not change.

We will also have a new way to track stationery usage. When you pick up envelopes or letterhead from the mailroom, you will be required to sign out the quantity and put your name and department number on a form that will go to the Finance Department to keep track of usage and costs.

submitted by Julie Baker

GUIDELINES FOR EMERGENCY MUSEUM CLOSING

Under unusual circumstances (severe weather, systems failures, etc.), the Museum administration may make a decision to close the Museum. The following individuals have the authority to make such a decision: President, Vice President Finance & Administration, Director of Public Services, Director of Human Resources. If none of the above individuals should be at the Museum, the Public Services Officer of the Day has the responsibility of contacting one of the above individuals to consult about closing the Museum. Should the Officer of the Day not be able to reach any of the above people, the Officer of the Day may make the decision to close.

I. Museum Closes Early

The following procedures should be followed when a decision has been made to close the Museum early.

1. The Public Services Administrative Assistant or Public Services Officer of the Day will contact a representative of each Museum department to advise them of the closing. All departments should designate an individual to be responsible for communicating the closing information to department staff, volunteers, and other appropriate individuals. It is the responsibility of the department to handle any departmental operations issues arising from closing of the building: equipment, computers, after hours events, notification of clients, vendors, donors, or others as necessary.

2. The Director of Public Services and/or the Public Services Officer of the Day will coordinate with the Education, Special Events, Group Sales and Development Departments and check the Museum-wide event calendar regarding after hours programming and/or events. Any special needs or questions should be directed to the Public Services Officer of the Day.

3. The Security Console will contact the Director of Public Relations or in her absence the Media Relations Manager. The Director of PR will notify the appropriate news and other agencies of the closing. PR is the only authorized department to communicate such information to the media.

4. The Security Console Operator will contact the Museum Campus and other area institutions. The Museum Campus contact person will notify the trolley company and other campus institutions.

5. When the decision is made to close the Museum early, it is our practice to compensate staff *who are at work (physically in the Museum)* for the remainder of their workday.

II. Museum Closed

The following procedures should be followed when a decision has been made not to open the Museum.

1. The Security Console Operator will call department heads. It is the responsibility of the department head to call staff, volunteers, and other appropriate individuals to notify them of the Museum closing. It is advised that all department heads maintain a list of home phone numbers for all department personnel (staff, volunteers, research associates, etc.) and develop a "calling tree" system to use in the event of a Museum closing. It is recommended that departments give Security Services a copy of their "calling tree" for use by the Security Console operator as your "calling tree" will designate primary and alternate contacts. Remember to update your calling tree on a regular basis and to give a copy to Security Services.

2. The Security Console Operator will call the Director of Auxiliary Services who will notify the owners/operators of McDonald's and the Corner Bakery. It is the responsibility of the owners/operators to notify their staff of the Museum closing. Should the Console Operator not reach the Director of Auxiliary services, the Console Operator will call the owners/operators of McDonald's and the Corner Bakery.

   Staff, volunteers, and other Museum personnel may also find out about the Museum closing in the following ways:

   a. Listening to WBBM Radio, 780 AM
   b. Calling the Security Console at 312-665-7985
   c. Calling the Museum's voice mail system at 312-665-7055

3. The Security Console will contact the Director of Public Relations or in her absence the Media Relations Manager. The Director of PR will notify the appropriate news and other agencies of the closing. PR is the only authorized department to communicate such information to the media.

4. The Security Console Operator will contact the Museum Campus and other area institutions. The Museum Campus contact person will notify the trolley company and other campus institutions.

5. The Director of Human Resources in consultation with administration will make the decision regarding staff compensation.

Note: The Security Console, extension 7985, maintains a list of the Public Services Officers of the Day. In case of an emergency, i.e. fire, medical emergency, etc. please call extension 7999.

EDUCATION

Volunteers needed for "Celebrating New Beginnings" festival

Project Millennium and the Education Department are "Celebrating New Beginnings" with a family celebration to bring in the new year. Spend the last day of 1999 enjoying music, theater, dance, and hands-on activities at The Field Museum. The day-long event takes place on New Year's Eve (December 31, 1999) from 9 a.m. to 5 p.m. Special activities are from 11 a.m. to 4 p.m.

Volunteers are only needed to help out for 3 hours—which gives you plenty of time to celebrate later that evening! Shifts are either from 10 a.m. to 1 p.m. or from 1 to 4 p.m. All volunteers will receive a Project Millennium t-shirt, a coupon for lunch, and a ticket for Museum admission that is redeemable anytime during the year 2000. So bring a friend and join the fun!

Please call Laura Bales at ext. 7412 for more information.

Submitted by Laura Bales

HUMAN RESOURCES

Save the date!!

2000 Health and Benefit Fair
Thursday, January 6, 2000
10 a.m. to 3 p.m.
James Simpson Theatre

Learn more about the benefits available to you,
enter this year's raffle and participate in various health screenings on-site!

TIME SHEETS DUE WEDNESDAY DECEMBER 22, 1999!

Due to the staff holiday on Friday December 24, time sheets must be submitted to payroll by noon on Wednesday, December 22. It is each staff member's responsibility to make sure their time sheet is submitted to the payroll office on time. Failure to submit a time sheet by the deadline may result in no pay for that pay period.

If you plan to be away during this time, please leave your time sheet with a responsible individual or bring it to the Human Resources/Payroll office before you leave to ensure that you will be paid.

Submitted by the Payroll Office

UNITED WAY CAMPAIGN

Thank you!

On behalf of the United Way Committee I'd like to thank everyone who participated in this year's United Way fund drive. We had a very successful campaign, raising over $14,100—well exceeding our goal of $10,000, and surpassing last year's total by $6,200! Your generous contributions will be directed toward various agencies in the Chicago area, supporting vital programs for those in need. Thanks again for your generosity—it does make a difference.

I'd like to acknowledge the following staff members who served on the United Way Committee and provided invaluable help throughout the campaign: Beth Adams, Elisa Aguilar-Kutza, Julie Baker, Maria Burns, Janelle de la Paz, Kara Deniston, Derek Kleckner, John Lotenero, Rob McMillan, Rodger Patience, Randy Scalf, and Kevin Swagel.

Submitted by Karsten Lawson

EXHIBITS

Americas Project adds new piece of heavy equipment to inventory

The Americas Project is pleased to announce that exhibit developer Peter Stevenson has been added to our roster of creative steamrollers. The Project is extremely excited to have Peter on board. Our thanks to Sophia Shaw and Francie Muraski-Stotz for making this transition possible. Peter's interest in 'Object Theory', a passion that began while he was graduate student at the University of Iowa in Art History, will no doubt find many outlets on the Project.

The Americas Project would also like to announce our new email address: **americas@fmnh.org** Please use this address to forward to us any comments, questions or concerns that you might have about the Project.

Submitted by Rich Faron

You light up our lives

Once again the design loft of the Exhibits department has taken first prize in the "Best Office Holiday Lights" contest. *[Editor's note: As the only entrant, Exhibits was a shoe-in.]*

"A tour de force" • Dan Brinkmeier, ECP
"I wept" • Dan Summers, Insects
"Muscular and provacative" • Amy Costello, Finance
"More than just your average trailer park" • Bill Stanley, Mammals

Don't miss this lively display. Come upstairs and drive by slowly and Happy Holidays from the Exhibits department.

Submitted by Jean Cattell

Students from Art Institute tour Exhibits department

On the evening of November 18, Sophia Shaw and Abigail Sinwell of the Exhibits department hosted a group of students from the graduate Arts Management program at the School of the Art Institute. The students, members of a class on leadership and management being taught this semester by Christy MacLear of Museum Campus and Bryn Wagner Hanson of Project Millennium, were given a tour of the Exhibits department and briefing on the process by which traveling exhibitions are reviewed, selected, coordinated and installed.

They were then presented with a realistic role playing exercise in which they were asked to debate and select a single exhibit from among three choices. Abigail and Sophia then met with the class again on December 2 to review the student presentations. The exercise was a great success. Thank you to Abigail and Sophia for sharing their invaluable experience with the next generation of arts administrators!

Submitted by Bryn Wagner Hanson

MUSEUM CAMPUS CHICAGO

We are now housed in the Adler Planetarium! To contact us, please dial the prefix 665 along with the individual extension number (example 665-7422) instead of just dialing the extension.

Our new e-mails are as follows:

cbreslow@adlernet.org
ptuomey@adlernet.org
cmaclear@adlernet.org (currently on maternity leave)
cgiznik@adlernet.org
dgarcia@adlernet.org

Although we will eventually have our mail sent to the Adler Planetarium, we will keep the Museum Campus mailbox at the Field Museum. Mail will be retrieved from the Field several times a week. If you need to contact us immediately, please call us. Currently, our fax (312-665-7427) is not yet operational.

REMINDER: All Field Museum departments hosting events with a guest attendance of 300 and above must call the Museum Campus office (312-665-7422 or 7424) to have an Event Information Form completed for the Chicago Park District and City departments for traffic planning purposes. In addition, all green sheets for events must list the Transportation Information—please refer to the Green Sheet guidelines on the Field Museum's intranet. By providing the information requested, traffic planning for the Museum Campus area and immediate surrounding area can be improved. The Adler and the Shedd departments are also providing the Museum Campus with event information.

Museum Campus trolleys begin daily service December 17 to January 2 from 10 a.m. to 6 p.m. Service hours will also be extended December 26 to December 30 to complement the extended hours of the Adler, Field and Shedd.

Finally, thanks to:

- **Nancy O'Shea** of Public Relations for speaking at our Campus Information Meetings;
- **Jim Croft, Lou French, Anita Purnell, Jim Koeppl** and staff, **Tom Geary,** and **Monique Proctor** for coordinating our move;
- And a very special thanks to **Greg Riley** of CATH Associates for coordinating the movers, new computer deliveries, moving supplies, (even lunch), and ensuring a successful move—it could not have been accomplished quite so well without your help.

Submitted by **Christina Breslow**

MINUTES FROM DECEMBER 1999

KAFFEEKLATSCH MEETING

Chris Ochoa, Security Services: Reminded everyone that the Museum *will not* be open on Christmas Day of 1999 or New Year's Day of 2000. Thanksgiving Day attendance was close to 2,000—an increase from last year.

Randy Scalf, Membership: The 2000 Museum calendar will feature prints from the rare book room. Prints can be ordered by filling out an order form that is inserted into calendars. Membership will not be handling orders for prints.

Carter O'Brien, Geology: The Sue Prep Lab in Florida will remain open until September of 2000. At this time, there are no Invertebrate Collection staff and Geology is working to fill those positions. Geology is currently meeting with Paleobotany candidates. If anyone is interested in purchasing a Museum cookbook, contact Elaine Zeiger in Geology.

Mary Johnson, Zoology: VP Search continues as well as the search for Curator of Amphibians & Reptiles. Confirmed that upcoming staff holidays are: Christmas holiday-Friday, December 24, 1999 and New Year's Holiday-Monday, January 3, 2000. Also confirmed that Diane White in Public Services is the person to contact for Severe Weather Closing Procedures.

Joanna Surveyor, Human Resources: Kaffeeklatsch meetings will be held in Classroom C from December 1999 to May 2000 due to construction. December 24 time sheets will be due on Wednesday, December 22 due to the holiday.

Maria Burns, Human Resources: The next movie night will be January 12, 1999. The Chicago Blackhawks Staff Outing will be held on February 16, 2000 at 7:30 p.m., if enough people are interested in attending.

Marilyn Martinson, Human Resources: Open enrollment is coming up soon and everyone will receive forms through inter-office mail. Open enrollment is one of the only times changes can be made to health benefits. The Museum will for the first time contribute to the dental plan, reducing dental cost for employees. A Met Life program will be introduced to Staff and Volunteers in February of 2000, look for details in upcoming mailings.

SUGGESTIONS FROM THE SUGGESTION BOX

There were no suggestions this month.

Kaffeeklatsch serves as an advisory group to the Administration about issues of a Museum-wide nature. Topics for discussion are generated by the Chair or any Kaffeeklatsch member. Membership is composed of 14 rotating representatives and a representative of the Personnel Committee. Members are selected from each administrative area. Each member serves a term of two years.

If you have any suggestions/comments, please submit them in the suggestion box by the operator on the ground floor.

Exercise Schedule for the Holidays

Monday, December 20	**Tae Bo**
Tuesday, December 21	**Aerobics**
Thursday, December 23	**Aerobics**
Tuesday, December 28	**Aerobics**

Remember this benefit is FREE to all staff. All classes are from 5- 6 p.m. and are held at the Ground Floor East Stairwell unless otherwise announced. Classes will be cancelled from December 30-January 6 and will resume on Monday, January 10 with Tae Bo class.